

## **HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

The Hawaii Housing Finance and Development Corporation (HHFDC) is seeking professional services in the area of Community Planning, as it relates to community land trusts and affordable housing. Any persons or organizations with experience establishing, managing, and/or operating a community land trust is encouraged to submit a statement of qualifications and expression of interest.

### **GENERAL INFORMATION**

Service providers shall express their interest and submit statements of qualifications in accordance with the Submittal Requirements detailed in the next section.

The evaluation criteria that will be used to select providers qualified as a result of this notice include, in descending order of importance: (1) experience and professional qualifications relevant to the project type, (2) past performance on projects of similar scope for public agencies or private industry, (3) capacity to accomplish the work in the required time, and (4) any additional criteria relevant to HHFDC's needs or necessary and appropriate to ensure full, open, and fair competition.

Any questions or concerns may be submitted in writing, via email, fax, or hard copy, to:

Krystal-Lee Tabangcura  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813  
[krystal-lee.k.tabangcura@hawaii.gov](mailto:krystal-lee.k.tabangcura@hawaii.gov)  
Fax: (808) 587-3416

### **SUBMITTAL REQUIREMENTS**

Submittals must include all of the following:

1. Transmittal Letter. A letter expressing interest and summarizing the respondent's qualifications to provide the services described in this notice. The transmittal letter should also include the following information about the entity:
  - a. Name, principal place of business, and location of all offices.
  - b. Mission statement.
  - c. Entity status. (Is entity non-profit or for-profit?)
  - d. Funding sources. (How are operations and projects financed?)
2. Qualification Form. A fully completed DPW Form 120 (revised 6/99), available online at the following link: [www4.hawaii.gov/StateFormsFiles/dpw%20120%206-99.doc](http://www4.hawaii.gov/StateFormsFiles/dpw%20120%206-99.doc).

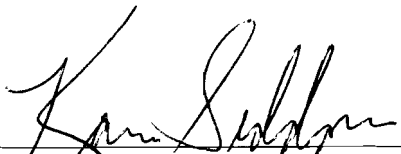
3. References. The names and phone numbers of up to five (5) client references who may be contacted by HHFDC, including at least two for whom services were rendered during the preceding year.
4. Additional Information. Any other information or materials that the respondent believes would be useful and relevant in being considered to provide the types of services described in this notice, including, but not limited to:
  - a. Number of current employees.
  - b. Education, training, and qualification of key staff members.
  - c. Board information, including:
    - i. Board composition requirements, if any
    - ii. Names of current board members and descriptions of their education, training and qualifications
  - d. List and description of current partnerships, community projects, and other relevant initiatives.
  - e. Description of entity's primary source(s) of funding.
5. Informational Materials (optional). Any promotional or descriptive literature that respondent would like to submit, such as brochures and other marketing materials.

#### DEADLINE

Letters of interest and statements of qualification must be submitted no later than **4:00 PM** on **September 15, 2011** to:

Krystal-Lee Tabangcura  
Hawaii Housing Finance and Development Corporation  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

Late submittals will be accepted, but may not receive the same consideration as timely submittals.



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Karen Seddon, Executive Director  
Hawaii Housing Finance and Development Corporation

Legal Ad Date: August 25, 2011